



TOWN OF TYNGSBOROUGH

Office of the Board of Selectmen

25 Bryant Lane

Tyngsborough, MA 01879

Tel: 978 649-2300 Ext. 100 Fax: 978 649-2320

APPROVED

Board of Selectmen Meeting Minutes

Monday, November 19, 2012 at 6:00 P.M.

Community Room, Town Offices, 25 Bryant Lane

Members Present: Selectman Rick Reault, Selectman Robert Jackson, Selectman Allen Curseaden, Selectman Corliss Lambert.

Member Absent: Selectwoman Karyn Puleo

Staff Present: Town Administrator Michael Gilleberto, Admin Assistant Therese Gay

The listing of matters are those reasonable anticipated by the Chairman which may be discussed at the meeting. Not all items listed may in fact be discussed, and other items not listed may also be brought up for discussion to the extent permitted by law.

1. 6:00 PM Open Meeting/Pledge of Allegiance/Board Introduction/Read Agenda

The Chairman called the meeting to order. The Pledge of Allegiance was recited. The Agenda was read by Rick Reault, Clerk. The Board was introduced.

A. Accept Fels-Pelletier Donations

The Board received a letter from the Treasurer informing them of a generous donation given to the Public Library, Highway Department and the Police Department. The Board voted 4-0-0 on a motion by Selectman Reault, second by Selectman Lambert to accept the donations with gratitude and to for the Administrator to send a thank you to the foundation and foundation owners.

2. Meeting Minutes Pending

A. Meeting Minutes Review/Approve

1. Tuesday, November 13, 2012

The Board voted 4-0-0 on a motion by Selectman Curseaden, second by Selectman Reault to approve the minutes of Tuesday November 13, 2012.

B. Executive Session Minutes Review/Approve/Not Release

1. Monday, October 22, 2012

The Board voted 4-0-0 on a motion by Selectman Reault, second by Selectman Curseaden to approve but not release the exec sess minutes of Monday October 22, 2012.

C. Approved Executive Session Minutes For Release

Tuesday, January 31, 2012; Monday, February 27, 2012; Monday, April 30, 2012

Monday, May 14, 2012; Monday, June 4, 2012

The Board voted 4-0-0 on a motion by Selectman Reault, second by Selectman Lambert to release the executive session minutes of Tuesday, January 31, 2012; Monday, February 27, 2012; Monday, April 30, 2012; Monday, May 14, 2012; Monday, June 4, 2012.

3. Citizen/Business Time - No one came forward this evening.

Citizens or business owners may contact the Office of the Selectmen to request to address the Selectmen during citizen/business time. Citizens or business owners who have not contacted the Office of the Selectmen in advance may address the Board of Selectmen on matters of interest to the public for not more than five (5) minutes.

4. 6:05 PM Old Business

A. Approve NMCOG Housing Production Plan Contract Extension and Community Innovation Challenge Grant participation

The Board voted 4-0-0 on a motion by Selectman Reault, second by Selectman Lambert to approve the contract extension with NMCOG through December 31, 2012. This contract approval extends the completion of the Housing Production Plan by NMCOG. The Administrator presented the Community Innovation Challenge Grant participation and the Administrator endorses the town's participation. The Board voted 4-0-0 on a motion by Selectman Lambert, second by Selectman Reault to endorse the grant participation as presented by Administrator.

B. Joint Meeting with Planning Board

1. Housing Production Plan

The Board welcomed Mr. Jay Donovan, Assistant Director, and William Gramer, Planning Board Member. Mr. Donovan gave a brief overview of the housing production plan's additional information that will be given to the Planning Board for review and to have final acceptance on December 17, 2012. The Board thanked Mr. Donovan for coming in and updating the Board.

C. National Grid (Electric) - Sign Easement

The Board voted 4-0-0 on a motion by Selectman Lambert, second by Selectman Curseaden to sign the easement with National Grid for utility maintenance at 10 Kendall Road that was approved at Town Meeting and to execute the document upon receipt of the corrected document.

D. Highway Wash Station - discuss next steps

There were two rounds of procurement for the Highway Wash Station. During the first round bidders did not comply with the new state requirement that sheet metal installers be licensed. The second round was initiated, and the low bid was submitted at \$81,029. The appropriation at Town Meeting was for \$80,000. An additional \$35,000 for separate bids for engineering, electrical, plumbing and the garage door, these were not included. The Administrator did re-evaluate the possibility that the Town could purchase and construct the building with a combination of contractors and town staff and recommends the contract be done in house. After a brief discussion the Board voted 4-0-0 on a motion by Selectman Lambert, second by Selectman Curseaden to proceed to accept the Town Administrator's recommendation and process the acquisition of materials and the use of the in house labor to install the wash station.

E. Sealer of Weights and Measures - Appoint

The Board deferred the appointment until the December 17 meeting.

F. Electric Vehicle Charging Station - Approve Location at Town Offices

The Board voted 4-0-0 on a motion by Selectman Lambert, second by Selectman Reault to approve the Town Hall/Library location for the two remaining charging stations.

5. New Business

A. Highway Department - Skilled Laborer Appointment

The skilled laborer position vacancy was created with the promotion of William Lannan to the Working Foreman position. The position was advertised and an internal candidate Mr. William Wilson. The Senior Highway Forman and I have interviewed Mr. Wilson and concur that his qualifications and experience working for the Town's Sewer Dept. for the past year, he be appointed to the position of Skilled Laborer effective November 22, 2012. The Board voted 4-0-0 on a motion by Selectman Lambert, second by Selectman Curseaden to support the Administrator's recommendation and appoint William Wilson to the position of Skilled Laborer

B. City of Boston work order system grant application - Discuss / approve

The Board reviewed the correspondence on the work order system initiated by the City of Boston. The Board voted 4-0-0 on a motion by Selectman Lambert, second by Selectman Curseaden to endorse the grant application access to technology to use the system at the Highway Department for tracking purposes. The Administrator recommends the Board apply for the system infrastructure in place and to involve the Town's web base.

C. Adams Barn – Discuss project

With the appropriation of funding at the October Special Town Meeting for the restoration of the Barn, the Board should consider how to proceed with this project. The Administrator has been contacted by the members of the Old Town Hall Building Committee to express their wish to oversee this project in conjunction with their work on the Old Town Hall. The Board voted 4-0-0 on a motion by Selectman Lambert, second by Selectman Reault to approve the Old Town Hall Committee to oversee the renovation of the Adams Barn.

D. Frost Road Park – Discuss Future Needs

The Administrator updated the Board of the work done at the Frost Road Park. The larger portion of the riverbank has been completed, the smaller portion is slated to be completed before winter sets in but if not it will be done in the spring. The level of rip rap was stretched as much as it could according to the Wetland Advisor.

E. 2013 Licensing - Update

There was a brief discussion about the existing fee schedule and how best to proceed with the assessment of the particular fees. The Administrator suggests that the office request the specific information from the businesses during the upcoming 2013 renewal process and the potential for modification for the 2014 license renewal process.

6. Citizen/Business Time – No one came forward this evening.

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7. Correspondence

A list of correspondence will be included with approved meeting minutes per the requirements of the Massachusetts Open Meeting Law and may be posted online at www.tyngsboroughma.gov. Copies of correspondence may be requested from the Office of the Board of Selectmen.

The Board voted 4-0-0 on a motion by Selectman Reault, second by Selectman Curseaden to accept the correspondence as written.

8. Review of Weekly Warrants

The Administrator read the weekly warrants into the record, Warrant #20B for 484,472.99 on 11/13/2012; Warrant 19P for 841,863.78 on 11/5/2012; Warrant 19S for 224,347.34 on 11/5/2012; Warrant 19B for 680,973.03 on 11/5/2012; Warrant 21B for \$1,172,087.58 on 11/19/2012; Warrant 21B for 8089,181.37 on 11/19/2012.

9. Town Administrator's Reports – No report this evening just two items for Announcement; the old town hall bid is being advertised next Wednesday with a 6 week turnaround, and the Board appointed Nina Nazarian as the Assistant Town Administrator, her start date is December 13, 2012.

10. Selectmen's Reports

Selectman Lambert commented on the preparedness of the town departments and the good job during the last storm. Selectman Curseaden in communications with Mass Dot continues. There will be a meeting one week from today in Senator Donohue's Office.

11. 8:00 Executive Session (if needed)

The board may move to go into executive session to discuss strategy with respect to collective bargaining, litigation, or exempt negotiations if an open meeting may have a detrimental effect on such subject matters.

The Board voted 4-0-0 on a motion by Selectman Reault, second by Selectman Curseaden to enter into Executive Session to discuss the following:

- A. Exemption One - To discuss the possible discipline or dismissal of, or complaints or charges brought against, a public employee.
- B. Exemption Two - To conduct strategy sessions in preparation for negotiations with nonunion personnel or conduct contract negotiations with non union personnel - Deputy Police Chief.
- C. Exemption Three - To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining of the public body and the chair so declares - Mid Managers Union

and to exit the executive session only to adjourn. The Board entered into Executive Session at 7:40 PM. Roll Call Vote: Selectman Rick Reault, yes; Selectman Robert Jackson, yes; Selectman Allen Curseaden, yes; Selectman Corliss Lambert, yes.

12. Adjournment

The Board voted 4-0-0 on a motion by Selectman Reault, second by Selectman Lambert to adjourn the meeting. The meeting adjourned at 9:00 PM.

Respectfully submitted

Approved on Monday January 7, 2013

Therese Gay
Admin Assistant



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Tel: 978 649-2300 Ext. 100 Fax: 978 649-2320

REVISED as of 11/16/2012

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C. Adams Barn - Discuss project

D. Frost Road Park - Discuss Future Needs

E. 2013 Licensing - Update

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8. Review of Weekly Warrants

9. Town Administrator's Reports

- Response to Selectmen's Requests
- Budget
- Departmental Information
- Contracting/Procurement
- Other

10. Selectmen's Reports

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12. Adjournment

Future Meetings

Monday, December 3, 2012 at 6:00 PM at the Town Offices

Monday, December 17, 2012 at 6:00 PM at the Town Offices

[illegible]